

~~SECRET~~

DD/S

57-1456

Executive Registry
9-3089

MAY 1 1957

MEMORANDUM FOR: Inspector General

SUBJECT : Agency Regulations

1. With regard to your 19 April 1957 memorandum concerning the excessive amount of detail in Agency Regulations, I believe that more is being done in this field than that of which you are aware.

2. When we initiated our revised procedure for processing Regulations on 30 June 1956, we had two primary objectives in mind:

a. To reduce the amount of time spent on coordination, and

b. To reduce the number and volume of Regulations by developing more technical and procedural Handbooks.

3. It soon became evident that we could not accomplish our second objective on a piece-meal basis in that it was not feasible to take each proposed issuance that came along and separate the procedural material for issuance as a Handbook. While this no doubt would have brought about improvement of those Regulations in process, it would have resulted in the issuance of a large number of one or two-page Handbooks, resulting in a complicated set of procedural instructions more unmanageable than the Regulations. Furthermore, a piece-meal approach would not take care of all the Regulations which have been on the books for sometime, and we would have the wholly unsatisfactory situation where the majority of the Regulations on the books still contained procedural details with a few Regulations sprinkled throughout in the form we all agree they should be.

4. We, therefore, decided that the most effective means of accomplishing our objective would be to take one entire category of Regulations and make a project of separating all the detailed procedural and instructional material for inclusion in Handbooks. This we have been doing for the past several months, and, considering the complexity of such an undertaking, we are more than pleased with the progress we have made. We have now completed a first draft of the [redacted] [redacted] We have taken eighty-eight pages of printed Regulations and reduced them to twenty-seven pages of double-spaced typewritten material

25X1

25X1

MORI/CDF

~~SECRET~~

SECRET

which when printed should not be over ten pages. All of the remaining material is being incorporated into functional Handbooks, e.g., Supply Handbook, Transportation Handbook, etc. When finalized the new Regulations and Handbooks will be printed and distributed as a package to replace all existing [redacted] material. Concurrently we are working on the [redacted]. As these are completed we will initiate action on others.

25X1

25X1



25X1

L. K. WHITE
Deputy Director
(Support)

cc: DD/I
DD/P

SECRET